

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –
ORIENTATION SUB-COMMITTEE
Tuesday, December 2, 2014 – 1:00 P.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Hammer

Member Absent: Tuckwell (excused)

Call Meeting to Order: Chair Bix called the meeting to order at 1:00 P.M. Also present was Judy Troyk, Board Member, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Approval of the Agenda: Hammer moved to approve the agenda with four items; Bix seconded. All Ayes. Motion Carried.

Review & Develop ADRC-NW Board of Directors Orientation Manual: After review, the Sub-Committee decided to assemble and/or develop the following items for the Orientation Manual: Welcome Letter; history of the State of Wisconsin development of ADRCs; history of the ADRC-NW itself; list of ADRC-NW members; list and description of ADRC-NW committees with current members; job descriptions for both Board Members and employees; organizational chart; mission statement; list of employees; list of office locations; list of acronyms pertinent to ADRCs; calendar of events; current brochures; color chart of all ADRCs in the state of Wisconsin; ADRC-NW bylaws; information on the ADRC-NW Web site; information on the tablets issued to all Board Members. Bix will put this information together for review at the next Sub-Committee meeting.

Adjournment: With no further business, Hammer moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 1:45 P.M.